

U.S. Department of Labor

Employment and Training Administration
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July 10, 2003

DIRECTIVE:	REGION 2 PRH SUPPLEMENT NO.	1.2R6
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TO

ALL REGION 2 CENTER DIRECTORS
ALL REGION 2 CENTER OPERATORS
ALL REGION 2 AGENCY CENTER OPERATORS
ALL REGION 2 OUTREACH & ADMISSIONS CONTRACTS

FROM:

LYNN INTREPIDI
Regional Director,
Office of Job Corps

SUBJECT: REGIONAL APPLICATION REVIEW

1. Purpose: To establish procedures for review of application files for youth who have a history of court involvement, a mental or physical disability, or who have previously been in Job Corps (readmissions).

2. Policy: Admissions counselors (AC's) make recommendations for enrollment and assignment based upon a determination of eligibility and an evaluation of an applicant's suitability and capability to successfully complete the program. It is the AC's responsibility to make an informed decision regarding an applicant's suitability for Job Corps based on a review and assessment of application materials, the AC's personal observations and informed judgment. The rationale used to recommend whether the applicant is suitable to be enrolled or not should be recorded on the ACAT. *If an AC determines during the course of the interview that an applicant is not suitable for Job Corps, (e.g. wants a type of training that Job Corps does not provide, wants only a GED, does not appear committed to entering the program) the AC should stop the application interview and immediately refer that applicant to another local resource that can better fulfill that applicant's needs.*

Once the application is complete, the AC determines to which Job Corps center, in the AC's GAP plan, the applicant's file will be assigned. The center of assignment reviews the applicant's file to determine whether to accept or not accept the recommendation of the admissions counselor. If the center does not accept the application, the applicant's folder must be forwarded to the Regional

Office (Attn: Regional Application Review) for further review and final determination. The center should simultaneously annotate the student's OASIS/CIS file to indicate that it is in Regional Office Review. In all cases, the Regional Director is the final authority for determining eligibility and suitability.

3. Procedure: AC's and Job Corps Centers shall comply with the following procedures:

- a. Admissions Counselors:** AC's shall obtain, through a face-to-face interview with each applicant, pertinent data to make a determination of eligibility. Determination of eligibility shall be made in accordance with PRH 1.2R2. Recommendations for enrollment shall be made in accordance with PRH 1.2R4. Students will be assigned per the instructions outlined in PRH 1.5R1-2. Information relating to health is to be collected only after an applicant is determined to be eligible. AC's will use the ETA 6-53 to collect information related to an applicant's health needs. ACs shall not conduct an assessment of the reasonable accommodation information nor use the information in making decisions on recommendations for enrollment.

Centers MUST give the Admissions office two weeks notice of the applicants date of enrollment(travel date), therefore, Admissions offices must insure that both the hard copy file and the electronic file are sent to the center simultaneously, and as soon as possible after the admissions interviews.

At a minimum, Region II ACs shall assemble application folders in the manner outlined below. ACs outside of Region II shall comply with their respective Regional Office policies and procedures.

LEFT SIDE OF FOLDER	RIGHT SIDE OF FOLDER
<ol style="list-style-type: none"> 1. Job Corps Data Sheet, Includes the Application Commitment Statement and Job Corps Zero Tolerance for Violence and Drug-Free Certification, ETA-652 2. Reasonable Accommodation Request Form (if applicable) 3. Readmission Documents, ETA 6-60 4. Privacy Act Statement, ETA 6-145 5. HIPPA Authorization (Entire Document) 	<ol style="list-style-type: none"> 1. Job Corps Health Questionnaire, ETA 6-53, attach a copy of the applicant's insurance or Medicare card, if available. 2. Parental Consent Record 3. Job Corps Self-Certification Sheet 4. Child Care Certification, ETA 862 5. Court/Other Statement, ETA 655 6. ACAT 7. Eligibility Criteria 8. Other (INS Documents, Immunization Record, W-2, IEP, School Transcripts, Parental Consent for Driver's Permit, etc.)

Forms are available at <http://jcweb.jobcorps.org:7108>. AC's must ensure travel packets and employability kits, as defined in PRH 1.6R2 are provided to applicants in a durable packet and transported to the center upon arrival.

- b. Job Corps Centers:** Center Directors will appoint a review committee, whose members will be responsible to evaluate the needs of each applicant to succeed in the Job Corps program. For the Medical (including Mental Health) cases, the committee should include the Health Services Manager, with the assistance of the center Physician, Mental Health, or Dental Consultant. Other staff could be included as needed. For the Behavior (Court Involvement) cases, the committee should include the CSO, and other staff such as the Career Preparation Specialist, Counselors, and where indicated, the Health Services Manager or other medical staff. *For application files where there are both Court Involvement (Behavior) issues, and medical/mental health issues, the Center should make the determination of approval/disapproval on the Behavior issue **first**. Denials based on court involvement for serious offenses do not have to be reviewed by the Medical review committee, but can be sent immediately to the Regional Office for concurrence.*

For applicants who have declared a disability, and who are requesting accommodations, the Center Director Designee (CDD) will call together an Inter-Disciplinary Team (IDT) as appropriate.

The findings of the Behavior and or Medical review committee will be placed in the applicant folder. Applicants who are found to be **acceptable** will immediately receive an assignment to the center, and will be placed on the next available input with at least two weeks notice.

The center will not have the authority to deny admission to the Job Corps program, but is authorized to accept applicants who have medical and or behavior histories, which indicate that they have potential to succeed. Any applications, which are deemed inappropriate, will be sent to the Regional Office for final disposition.

Kentucky centers receiving applications from the Atlanta Regional Office will send Behavior rejections to the Philadelphia Regional Office, and Medical/Mental Health rejections to the Atlanta Regional Office.

Centers are to use the transmittal listed as attachment 1. When a Job Corps Center does not accept the applicant, they **must include a complete rationale** (attachment 2) for the decision in the student folder. The Regional Office Nurse, Mental Health, or Physician consultant(s), or other Regional Office staff, in the case of behavior denials, will review those decisions and make a recommendation to the Regional Director for final disposition.

Centers are to communicate directly with the AC, or the AC's Project Director, whenever additional information is needed, however centers should **NEVER** send the application file back to the AC's office. Center health staff is encouraged to contact an applicant's health provider to obtain the necessary medical history. The Regional Health Consultants may be contacted telephonically for guidance.

The center director shall establish procedures for receipt and accountability of all applicant files. A "Chain of Custody Log" should be maintained by a designated staff member that shows, at a minimum, the date of receipt and current custodian of the file. A monthly reconciliation of the OASIS pending arrival report must be accomplished to ensure accountability of all pending applicant files.

- c. **Regional Office:** The Regional Office will have a Regional Application Review Coordinator who will be responsible for processing applications which have been rejected by centers. All applications shall be reviewed in a timely manner. The Regional Office will issue final disposition within 30 days of the receipt of the application.
- 4. **Rescissions:** This Instruction supercedes RFI 02-10 of 1/18/02.
- 5. **Inquiries:** Should you have any questions regarding the information contained in this RFI, you may contact Barry Adkins, Regional Application Review Coordinator at (215) 861-5506.

ATTACHMENT-1

ROUTING SLIP FOR REGIONAL WAIVERS AND REVIEWS

ORIGINATOR'S NAME:		DATE:	
APPLICANT'S NAME:		SSN:	

WAIVER	CHECK	REVIEW	CHECK
AGE		BEHAVIORAL(Court)	
INCOME		MEDICAL	
READMISSION		MENTAL HEALTH	
OTHER (Specify):		DENTAL	
		OTHER (Specify)	

DISPOSITION OF APPLICATION
(Circle one and sign in the space provided)

ACCEPT	Signature	Title	Date
REJECT	Signature	Title	Date
OTHER (Specify Below)	Signature	Title	Date

Comments if necessary:

ATTACHMENT-2

REGION II JOB CORPS CENTER REVIEW APPLICATION DENIAL SHEET

CENTER:		DATE Received	
APPLICANT'S NAME:		SSN:	

TYPE OF REVIEW APPLICATION

(Select all that apply to denial)

(Check all that apply)

BEHAVIORAL (Court)		MEDICAL	
READMISSION		MENTAL HEALTH	

1. Did the center request additional information from the applicant, Admissions Counselor, and or the applicant's health service provider to make a final decision? _____ Yes _____ No
2. Is the applicant a good candidate for the program at a later date? _____ Yes _____ No
3. Would the applicant be a good candidate for assignment to another Job Corps Center at this time? _____ Yes _____ No

Give specific reason(s) for the Center Director's denial:

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Center Director's or Designee's Signature	Date